## VEHICLE TURN IN REQUIREMENTS

- 1. **No Appointment Necessary**, turn in vehicles are accepted Monday Friday, 8:00am to 4:30pm. If you have any questions please call Terry Sisneros New Vehicle Coordinator at 303-866-5482 or Dave Russell Used Vehicle Coordinator at 303-866-5481.
- 2. Remove all 2-way radios, cell phones and hands free equipment, security cages, law enforcement lighting or any other special equipment.
- 3. Remove all decals or emblems from the vehicle. Remove undercover plates and install the State plates on the vehicle. You must have the State plates on the vehicle and the current registration to turn in. This is the agency's responsibility. The outside of the vehicle should be reasonably clean or washed before turning in.
- 4. **If the vehicle is in an enhanced emission area,** please get an emissions test, if the test is over 9 months old. Bring the **original Vehicle Inspection Report** when turning the vehicle in.
- 5. **Vehicle should be cleaned out;** remove all personal items, trash, cans, paper, etc. and vacuum the vehicle before you turn it in. Vehicle should have at least a ¼ tank of gas.
- 6. When you arrive at Fleet Management; park the vehicle in any available space in the public parking lot. Record the odometer reading, gather up all keys, credit card and the plastic packet with the current registration and go to Room A18.
- 7. **At the front desk;** fill out the vehicle turn in sheet with the odometer reading and vehicle description. Identify any known or suspected problems that the turn in vehicle might have.
- 8. Please verify that the loan obligation for the turn in vehicle has been met, if not your agency will be billed for the remaining terms.